

DD / S REGISTRY  
FILE Training 6

26 March 1965

MEMORANDUM FOR: Registrar, Office of Training

SUBJECT : Extra Session - Kings Point Executive  
Seminar Center

1. You advised that there would be an additional session of the Skills and Goals of Management Seminar at Kings Point from 12 to 23 July 1965. All Training Officers have been solicited and have been advised to send training requests directly to you with an information copy to me.

25X1

2. As of the present time, only [redacted] of the Office of Communications and [redacted] of the Office of Security have been authorized attendance. Others may submit applications to meet your 2 April 1965 deadline, but the time of the summer session could be a little unfortunate because of transfer, home leave, annual leave, etc.

25X1

3. Further, I did not call your Office in regard to any possible nominees as you can make submissions directly.

*EL*  
[redacted]  
Senior Training Officer  
Deputy Director for Support

25X1

SA-DD/S:RBJH/ms (26 Mar 65)

Distribution:

- Orig & 1 - Addressee
- 1 - DD/S Chrono
- 1 - DD/S Subject ✓
- 1 - Senior Training Officer, DD/S

(Note: For background material, see DD/S 65-1320.)

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Extra Session - Kings Point Executive Seminar Center

FROM:

Registrar, OTR  
839, 1000 N. Glebe Rd.

EXTENSION

NO.

DATE

22 March 1965

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Special Assistant, DDS  
7-D-18 Hqs. Bldg.

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15.

OTR has been advised that the Kings Point Executive Seminar Center will schedule an extra session of the Skills and Goals of Management Seminar (No. 510) from 12 to 23 July 1965. The Agency is invited to submit space requests for this additional offering of the course.

Will you please bring this newly announced executive development opportunity to the attention of the components you service. It is likely that training spaces in the Seminar will be allocated on a first-come, first-served basis. It behooves us, therefore, to get our bid in early if there is any genuine interest in this program. Training Requests (Form 136) should be submitted to the Executive Secretary, Training Selection Board by 2 April 1965.

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